



NASA Policy Directive

NPD 1490.1GEffective Date: January 11, 2006
Expiration Date: January 11, 2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Printing, Duplicating, and Copy Management

Responsible Office: Office of the Chief Information Officer

1. POLICY

- a. It is NASA policy to maintain effective and efficient printing, duplicating, and copy management programs in support of NASA activities. NASA shall achieve maximum efficiency and economy in the production and procurement of printed, duplicated, and copied materials. All such material shall be essential and necessary to conduct official government business.
- b. NASA shall maintain compliance with Title 44 of the U.S. Code (U.S.C.) and Section 207 of Public Law 102-392 (as amended by Public Law 103-283, July 22, 1994) published by the Congressional Joint Committee on Printing (JCP). This law prohibits the use of government-appropriated funds for the acquisition of printing and duplicating services and products unless it is through the Government Printing Office (GPO) or an authorized in-house duplicating facility. GPO is the Federal Government's primary centralized resource for gathering, cataloging, producing, preserving, and providing federally published information to all Americans.
- c. Each NASA Center may produce printed, duplicated, and copied materials if the Center has a duplicating facility authorized by the NASA Printing Management Officer. These facilities shall be equipped to produce work that cannot be procured commercially to support Agency requirements such as rapid responsiveness. The establishment of duplicating facilities and copy centers within NASA shall be held to a minimum. No duplicating facility or copy center shall be established without authorization. Work that can be procured within the necessary time constraints shall be forwarded to GPO.
- d. All NASA Centers, onsite contractor locations, associated facilities, and tenants shall use the mandatory Agencywide digital multifunctional services contract for their convenience copy requirements. (High-speed copiers or duplicators that produce more than 55 copies per minute are considered duplicating facility equipment and are not efficient for general office use.) Contractors who choose to acquire their own copier services and not utilize the Agencywide services contract shall not be permitted to charge any cost difference to NASA.
- e. Contractor operations, other than those operating NASA printing facilities, shall not become substantial sources of printing. Thus, the inclusion of a printing function or task as a cost to the Government is prohibited in all other NASA contracts. Administrative duplicating and copying necessary for the contractor to respond to the terms of the contract is allowable. Duplicating, through NASA contracts, grants, and cooperative agreements, is restricted to a maximum of 5,000 production units of any one page or 25,000 total units per document and are subject to the provisions of this NPD.
- f. All educational, informational, and non-technical publications that will be made available to the public shall be numbered to allow for identification as to category, origin, and date of publication. This excludes internal administrative documents. Publication numbers shall be available through the Installation Printing Management Officer.
- g. NASA shall comply with all copyright law. Original works of authorship are automatically copyrighted in any tangible medium of expression. Works prepared by employees of the U.S. Government as part of their official duties are not copyrightable in the United States. Unauthorized use, unless the particular use is subject to one of the exceptions under copyright law, of a copyrighted work in a manner that violates the rights of the copyright owner is copyright infringement. The U.S. Government is not exempt from suit for copyright infringement and is subject to liability for damages. It is a criminal offense to remove or alter any notice of copyright. Privately copyrighted material shall not be reproduced without written permission of, or license from, the copyright owner unless such use is clearly permitted under the "fair use" doctrine and Agency legal counsel has advised that such use is permissible.

h. No printing shall be done at the government's expense unless authorized by law (that is devoted to the work that NASA is required by law to undertake and is necessary in the transaction of the public business). No work of a private or commercial nature may be done at the government's expense even if reimbursed. No government printed matter produced with government funds shall contain any advertisement that implies an endorsement of private interests (individual, firm, or corporation) or any specific commercial venture.

i. Reprinting, duplicating, or copying of the following materials (and similar material where reproduction undermines authenticity) is unlawful: obligations or securities of the U.S. Government, including bonds, national bank currency, U.S. notes, Treasury notes, gold certificates, silver certificates, and certificates of deposit; bills, checks, or drafts for money drawn by, or upon, authorized officers of the United States; obligations of any foreign government, bank, or corporation; U.S. and foreign postage and revenue stamps; passports; and official badges or other identifications generated by the U.S. Government. Exceptions: Section 107 of 17 U.S.C. permits the reproduction of money and other obligations under specific guidelines for numismatic, educational, historical, and newsworthy purposes. Appropriate counsel at the NASA Centers or Headquarters shall be consulted for concurrence before any such reproduction.

j. The Government Paper Specification Standards published by the JCP applies to all government publications and forms. All paper purchased directly or indirectly by NASA shall meet or exceed the minimum materials content requirements of Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

k. NASA may pay for the printing of business cards for use by Agency employees who, in the conduct of their official duties, interface with people or organizations external to the Agency. The Agency shall not reimburse employees who use personal funds for the printing of business cards. Business cards shall be used for facilitating communications related to official business. Information on NASA- purchased business cards should be directly related to Agency business. Orders for business cards shall be reasonable in relation to their usage by the particular employee. Refer to NPD 9070.1, Business Cards, for details on business card policy and procedures.

l. Prior authority to purchase, rent/lease, transfer, or exchange duplicating or copying equipment shall be obtained by the requiring party from the Installation Printing Management Officer (IPMO) using the authorization request form (NASA Form 868), prepared and processed with a complete justification including intended use, production units planned or anticipated, and savings to be realized in operating costs to the IPMO and the Installation Copy Management Officer (ICMO). All available data regarding the cost of the equipment and the availability of local Center funds for procurement shall be provided.

2. APPLICABILITY

a. This NPD is applicable to all NASA Centers, including NASA Headquarters and component facilities. In addition, recipients of NASA financial assistance instruments (defined as grants and cooperative agreements) shall comply with this NPD to the extent required in the grant or cooperative agreement, and contractors shall comply to the extent required under contract.

3. AUTHORITY

a. 42 U.S.C. 2473 (c) (1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

b. 44 U.S.C. § 501-517, Production and Procurement of Printing and Binding.

c. 44 U.S.C. § 1101-1123, Executive and Judiciary Printing and Binding.

d. 31 U.S.C. §§ 1105, 1106, 1108, 113, 3512.

e. 17 U.S.C. § 1, et seq., Copyright.

f. 41 CFR Part 101-25.504, Federal Property Management Regulations.

g. 48 CFR Part 8.8, Acquisition of Printing and Related Supplies.

h. 48 CFR Part 1852.208-281, Restrictions on Printing and Duplicating.

i. 48 CFR Part 1808.8, Acquisition of Printing Related Supplies.

j. EO 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, dated Sept. 14, 1998.

4. REFERENCES

a. Office of Management and Budget (OMB) Memorandum M-02-07, Procurement of Printing and Duplicating

Through the Government Printing Office.

- b. OMB Circular A-123, Management Accountability and Control.
- c. Government Paper Specification Standards, United States Government Printing Office, February 1999, No. 11.
- d. Government Printing and Binding Regulations, No. 26, Joint Committee on Printing, Congress of the United States, February 1990.
- e. Quality Assurance Through Attributes Program (QATAP), United States Government Printing Office, Publication 310.1, August 2002.
- f. Government Printing Office (GPO) Style Manual, 29th Edition (2000). United States Government Printing Office, Washington, DC.
- g. NPD 1200.1B, Internal Management Controls and Audit Liaison and Follow-up.
- h. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.
- i. NPR 1600.1, NASA Security Program Procedural Requirements.
- j. NPD 2200.1, Management of NASA Scientific and Technical Information.
- k. NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.
- l. NPD 9070.1, Business Cards.
- m. Office of the Chief Information Officer Functional Leadership Plan, December 17, 2004.
- n. NASA Graphics Standards WWW Manual, <http://www.hq.nasa.gov/office/pao/insignia/text/>.

5. RESPONSIBILITY

- a. The NASA Chief Information Officer (CIO) is responsible for issuing this NPD and has overall responsibility for the NASA printing, duplicating, and copy management. The NASA CIO shall designate a NASA Printing Management Officer (NPMO).
- b. The NPMO shall be responsible for Agencywide administration of the NASA printing, duplicating, and copy management program. The NPMO shall ensure NASA is compliant with all applicable Federal requirements and Agency procedures regarding printing and duplicating. The NPMO shall direct the Printing Management Program, which is a coordinated program administering the production, procurement, and distribution of materials produced via printing and duplicating processes throughout the NASA Centers. The NPMO shall provide authorization for centralized high speed duplicating services and equipment. The NPMO shall provide direction for the Agencywide digital multifunctional peripherals services contract and procurement activity through GPO. The NPMO shall be the principal liaison between NASA and the Congressional JCP.
- c. The NASA Center Directors and the Assistant Administrator for Infrastructure and Administration are responsible for ensuring that printing, duplicating, and copy management activities at the NASA Centers for which they are responsible, and are in compliance with applicable laws, regulations, Executive Orders, and policies.
- d. The NASA Assistant Administrator for Procurement shall ensure compliance with the Federal Acquisition Regulations (FAR) and the NASA FAR Supplement (NFS) regulations that address the acquisition of printing and related supplies, as specified in FAR subpart 8.8 and NFS subpart 1808.8. The Assistant Administrator for Procurement shall ensure that NASA Acquisition Offices include NFS clause 1852.208-81, 52.204-4 "Printing and Duplicating," in solicitations, grants, and contracts in which there may be a requirement for printing/duplicating in excess of 5,000 production units of any one page, or 25,000 production units in the aggregate of multiple pages of a single document. The procurement activity officer shall ensure that all onsite/near-site contractor copier-related purchase/lease requests gain the concurrence of the ICMO if the copy equipment is to be obtained as a direct charge to the government.
- e. The NASA Center Directors and the Assistant Administrator for Infrastructure and Administration are responsible for delegating the responsibilities at the respective NASA Centers to manage and coordinate the Centers' programs with the NPMO and ensuring compliance with the policies and procedures of the NASA printing, duplicating, and copy management programs.
- f. The responsibility for administering the printing management program at each NASA Center shall be assigned to the IPMO. The IPMO shall maintain technical direction over the production and procurement of printed, duplicated, and copied materials at the Center and shall establish Center procedures to maximize duplication efficiency. The IPMO shall ensure that all requests for printing and duplicating are necessary and optimally processed. The IPMO shall maintain an inventory of all duplicating and copying equipment and is responsible for maintaining printing

metrics and filing production reports per JCP's Government Printing and Binding Regulations. Prior authority to purchase, rent/lease, exchange, or transfer all printing, binding, and related or auxiliary equipment shall be obtained from the IPMO.

g. The ICMO is responsible for administering copiers at each NASA Center. The ICMO shall be the Center point of contact for copier (digital multifunctional peripherals services) requirements. The ICMO shall conduct analyses and make recommendations to ensure optimum economy of operations.

h. Unless specifically directed otherwise, correspondence from NASA Centers concerning printing, duplicating, and copying shall be addressed to the NPMO through the IPMO. Similarly, requests for clarification of appropriate action regarding this NPD or subsequent directives from any other source in these matters shall be addressed to the NPMO through the appropriate IPMO.

i. If any provision of this NPD is considered to be prohibitively restrictive in achieving the specific essential objectives of a particular publication to be printed, the IPMO shall request an exception by submitting full details and justification to the NPMO.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENTS

In assessing whether NASA is in compliance with current directives or regulations, as applicable, the Agency shall accomplish the following:

a. Collect accurate printing data, such as the number of jobs, copies, and cost on an annual basis for reporting purposes to Congress. The NPMO shall coordinate this process and publish annually an Agency Printing Publishing Plan reflecting this data.

b. Conduct reviews, including inspections of Duplicating Facilities, for appropriate facility compliance with regulations. The NPMO shall coordinate reviews as appropriate.

c. Oversee the conduct of Center self-assessments that pertain to printing functions. The NPMO shall coordinate this activity as appropriate.

d. Each NASA IPMO is responsible for implementing a customer satisfaction survey for printing and duplicating at least once a year. The survey should include all work in-house and products or services by, or through, the GPO.

8. CANCELLATION

NPD 1490.1F, NASA Printing, Duplicating, Copying, Forms, and Mail Management, dated June 29, 2001.

/s/ Frederick D. Gregory
Acting Administrator

ATTACHMENT A: (TEXT)

None.

(URL for Graphic)

None.

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